

RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER

JOB NO. 69-494

Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.

For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO:

CHIEF, ARCHIVES AND
RECORDS CENTERFROM: National Security
(Office) Council

DIVISION

Administrative

BRANCH

SECTION

Records

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)

Staff Members, NSC Files, 1961-January, 1969

Documenting assistance provided Special Assistant to the President for National Security Affairs in providing analysis and briefing notes on NSC matters and activities re programs and other national security matters prepared for information of the President.

☒ SHELF LIST ATTACHED☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

TOP SECRET

FILE EQUIPMENT OCCUPIED BY RECORDS

☒ LETTER☐ OTHER (Specify)☒ LEGAL

NUMBER OF DRAWERS

19 Cu. ft.

APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF RECORDS CUSTODIAN

Executive Office

371

Jan. 16, 1969

PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATOR)

TYPE OF MATERIAL

☒ RECORD☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

Access or loan limited to the Executive Secretary, NSC, and NSC Records personnel indicated on current listing. CIA Records Center personnel and authorized access to these records in the course of their official duties.

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

Item #3, Records Control List No. 2 dated 7/31/61

SCHEDULED DESTRUCTION DATE

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF RECORDS ADMINISTRATOR

Executive Office

371

Jan 16, 1969

FORM 4-66 140

USE PREVIOUS EDITIONS

(13-46)

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER	
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				For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: CHIEF, ARCHIVES AND RECORDS CENTER		FROM: National Security Council (Office)		DIVISION Administrative	
		BRANCH		SECTION Records	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
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<p><u>Staff Members, NSC Files, 1961-January, 1969</u></p> <p>Documenting assistance provided Special Assistant to the President for National Security Affairs in providing analysis and briefing notes on NSC matters and activities re programs and other national security matters prepared for information of the President.</p>					
<input checked="" type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS TOP SECRET			FILE EQUIPMENT OCCUPIED BY RECORDS <input checked="" type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input checked="" type="checkbox"/> LEGAL <input type="checkbox"/> NUMBER OF DRAWERS 25 cu. ft.		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING Executive Office	ROOM 371	EXTENSION 	DATE Jan 16, 1969	SIGNATURE OF RECORDS CUSTODIAN	
PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)					
TYPE OF MATERIAL <input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None") Access or loan limited to the Executive Secretary, NSC, and NSC Records personnel indicated on current listing. CIA Records Center personnel and authorized access to these records in the course of their official duties.					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY Item #3, Records Control List No. 2 dated 7/31/61				SCHEDULED DESTRUCTION DATE	
BUILDING Executive Office	ROOM 371	EXTENSION 	DATE Jan 16, 1969		

FORM 4-66 140 USE PREVIOUS EDITIONS

(13-46)

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		BRANCH		SECTION Records	
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<input checked="" type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS TOP SECRET			FILE EQUIPMENT OCCUPIED BY RECORDS		
			<input checked="" type="checkbox"/> LETTER <input checked="" type="checkbox"/> LEGAL <input type="checkbox"/> OTHER (Specify) NUMBER OF DRAWERS 12 cu. ft.		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING Executive Office	ROOM 371	EXTENSION	DATE Jan 16, 1969	SIGNATURE OF RECORDS CUSTODIAN	
PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION)					
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BUILDING Executive Office	ROOM 371	EXTENSION	DATE Jan 16, 1969	SIGNATURE OF RECORDS ADMINISTRATION	